

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNALL 11/03**

*(Applicants who responded to Vacancy Announcements HNALL 10/35 and HNALL 10/42 do not need to reapply)*

**OPEN TO:** All Interested Candidates  
**POSITION:** **HIV/AIDS Prevention Program Officer (PEPFAR)**, FSN-11; FP-4\*  
**OPENING DATE:** January 20, 2011  
**CLOSING DATE:** February 22, 2011  
**WORK HOURS:** Full-time, 40 hours/week  
**ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$61,759 (Starting salary)  
(Position Grade: FP-4 will be confirmed by DOD Headquarters)  
\*Ordinarily Resident: US\$22,127 (Starting salary)  
(Position Grade: FSN-11)  
**LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds.

The Embassy of the United States of America in Hanoi is seeking an individual for employment for the position of HIV/AIDS Prevention Program Officer in its Department of Defense (DOD) President's Emergency Plan for AIDS Relief (PEPFAR) program in Hanoi.

**BASIC FUNCTIONS OF THE POSITION**

Incumbent of this position will provide technical support to the HIV/AIDS prevention program through DOD PEPFAR in Vietnam. The incumbent will work within an interagency team to implement PEPFAR prevention program in Vietnam. Incumbent will also be responsible for developing, planning, organizing, implementing, coordinating, and supervising prevention activities supported by DOD PEPFAR in collaboration with the Vietnam Ministry of Defense, other Vietnam Government Ministries, other U.S. Government implementing partners, non-governmental organizations (international and local), and/or universities; provide technical assistance, management, and oversight of projects as well as partners.

Please contact the Human Resources Office at 3850-5000 X5127 for further inquiries.

**QUALIFICATION REQUIREMENTS**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) University/College degree in the field of Medicine, Nursing, Social Work, Public Health, or Public Management is required. (2) Must have at least five years experience in progressively more responsibility in the field of public health and/or development, with at least three or more years of experience working with a U.S. Government Agency or other international/local organization or donor. Prior technical experience or knowledge on policies related to HIV/AIDS, health policy, and project management is required. (3) Must have a comprehensive knowledge of the concepts, principles, techniques and practices of HIV/AIDS, STI's, and other infectious diseases, and experience with program/project monitoring and evaluation. (4) Must have an understanding of Vietnam's health system, especially the public/military health sector, government entities, and non-government entities. Practical knowledge of health services, health sector reform, and the international/national/local health response in Vietnam is required. (5) Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested). (6) Level 3 (Good working knowledge) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at

[http://vietnam.usembassy.gov/job\\_opportunities.html#appforms](http://vietnam.usembassy.gov/job_opportunities.html#appforms). Paper copies are also available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

**ADDITIONAL SELECTION CRITERIA**

Please see post eligibility & qualification requirements on the bulletin board in Human Resources Office or on the Embassy website.

**SUBMIT APPLICATION TO**

Human Resources Office

U.S. Embassy Hanoi

No. 7 Lang Ha, Dong Da, Hanoi

Tel. 84-4-3850-5000

FAX: 84-4-3850-5019

**CLOSING DATE FOR THIS POSITION: FEBRUARY 22, 2011**

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)